

## **JOB DESCRIPTION**

**Post:** Data Protection Assistant  
**Grade:** Band C **Job Evaluation Ref:** C229/B779  
**District/Department:** Joint Information Management Department  
**Sector/Section:** -  
**Location:** OCC, Wymondham or Martlesham Heath  
**Reporting to:** Data Protection Decision Maker

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To log and record requests for information into the Information Management Department, research and respond to requests for information in accordance with relevant Information Sharing Agreements and other relevant lawful processes.

### **2. Main activities of the role *(This list is not exhaustive)***

- Monitor generic email boxes/post to identify requests for information relevant to the Information Management Department.
- Log requests by entry into Case Management System and allocate as necessary.
- Respond to Court Orders, information sharing enquiries and data protection requests from staff, other organisations, solicitors and members of the public.
- Carry out research for Court Orders, data protection and information sharing requests, including liaising with other staff and Departments where appropriate.
- Provide advice to staff, the general public, and where appropriate, partner agencies, on information sharing, and data protection legislation.
- Compile reports, make recommendations and decisions relating to the correct, lawful and timely disclosure of information for Court Orders and via the Data Protection Act 1998, forwarding complex or difficult decisions to senior staff.
- Liaise with staff and other agencies to ensure effective information sharing takes place.
- Support the implementation of the Management of Police Information.
- Receive telephone enquiries from members of the public, organisations, agencies and internal staff and provide appropriate advice and guidance.
- Any other duties that are commensurate with the role and grade as may be requested by line management.

### **3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.

- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** Data Protection Assistant

**District/Department:** Joint Information Management  
Department

**Location:** OCC, Wymondham or Martlesham  
Heath

### **Essential Criteria**

1. Practical knowledge of the Data Protection Act and/or other legislations including the Management of Police Information (MOPI) Statutory Guidance.
2. Good planning skills, with the ability to effectively organise, prioritise and review work to achieve deadlines.
3. Ability to work on own initiative with minimal supervision and also as part of a wider team.
4. Experience in a customer service role.
5. Experience of managing a multiple caseload with competing priorities and adhering to strict deadlines.
6. Demonstrate the ability to produce accurate letters and reports.
7. Good keyboard skills and working knowledge of Microsoft Office suite

### **Desirable criteria**

1. Experience of working in a policing environment.
2. Ability to travel as required throughout Norfolk and Suffolk and to other locations as appropriate.